

Safeguarding Adults Learning and Development Officer

Reports to: **Adult Safeguarding Standards Coordinator**
Direct reports: **N/A**

Evaluation: **562 points**
Grade: **N8**
Reference: **AA3870**

Purpose

The development, delivery and evaluation of learning and development opportunities for staff across the statutory, private, independent and voluntary sectors, within a professional and vocational framework on behalf of the Newcastle Safeguarding Adults Board (NSAB). To ensure NSAB are effective in protecting vulnerable adults from abuse and neglect through monitoring and evaluation of statutory and local performance indicators and core safeguarding adults standards.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Production, co-ordination and management of the Newcastle upon Tyne NSAB Learning and Development Training Strategy, associated yearly Action Plan and Training Programmes.
2. To assist in the requirements and actions associated with the implementation of corporate and multi-agency workforce strategies.
3. To prepare the NSAB Annual Training Report on behalf of the Newcastle NSAB Learning and Development Committee.
4. To guide, inform and develop Council Members and senior managers from NSAB partner agencies on matters relating to safeguarding adults training. To

produce reports, briefing papers and documents, as appropriate and necessary, for senior managers and councillors to ensure they are able to respond to current safeguarding adults issues in a manner that accurately reflects the position of the Directorate and NSAB.

5. To monitor and account for the training budget as required and in line with financial regulations, including cost analysis for specific training and development proposals and the provision of financial projections as required.
6. To generate income by implementation and evaluation of Training Bookings Policy and organising large scale conferences on behalf of the NSAB Learning and Development Committee.
7. To lead on the completion and submission of statutory returns and other relevant performance indicator returns and ensure that review mechanisms and feedback is provided to all relevant stakeholders.
8. To research, develop and present policies, and provide advice and guidance on policies, procedures and standards as required. To monitor and improve safeguarding performance on a multi-agency basis through analysis and interrogation of performance data relating to safeguarding activity.
9. To identify, design and deliver single and multi-agency training and development programmes, briefings and seminars for a diverse audience, including the development and management of an online learning system.
10. To commission external trainers, negotiate contracts and evaluate their work.
11. To develop and maintain effective working relationships and networks with stakeholders and represent NSAB on various strategic groups and key partners in matters of training and development at a national, regional and local level.
12. To raise community awareness to the issues of safeguarding adults, through development opportunities, including faith groups. Contributing to the

development of the NSAB Communications Strategy and leading on projects outlined within the strategy.

13. To develop and manage evaluation and quality assurance systems and produce appropriate records as required for performance management purposes, ensuring that quality standards for single and multi-agency training are maintained through robust scrutiny and challenge.
14. To develop quality assurance mechanisms leading to practice improvement, and to ensure quality standards are regularly reviewed, benchmarked and updated to meet local and national objectives and best practice in safeguarding adults. Provide advice, guidance and training on the implementation of a wide range of audit tools.
15. To ensure findings from inspections and serious case reviews though joint working with learning and development officers and safeguarding leads across Newcastle City Council and partner agencies. To ensure that information from national performance indicators, statutory guidance and inspection outcomes are used to inform practice improvement and service development. To provide support, advice and guidance to operational managers and staff regarding outcomes of audits and recommendations for practice improvement.
16. To guide and contribute to vocational, undergraduate and post graduate training to safeguard and promote the welfare of training.
17. Guide and manage all aspects of NSAB Learning and Development Training Committee business and report progress.
18. To coordinate the services agreement and license agreements.
19. To coordinate, develop and guide Newcastle Safeguarding Adults Trainers Group and support mentor volunteer trainers delivering on highly sensitive topics.

20. To initiate and lead projects on behalf of the NSAB Learning and Development Committee as required and contribute to safeguarding policy initiatives ensuring they are reflected in the policy objectives and strategic direction of the directorate, council and the NSAB. To participate in or lead directorate projects and assignments as delegated by the Safeguarding Adults Coordinator.
21. To promote and implement our Equality policy in all aspects of your employment.
22. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.